

NATIONWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 16-463A	OPENING DATE: 22-Dec-2016	CLOSING DATE: 13-Jan-2017
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: FINANCIAL MANAGER, D154000, GS-0505-13, O-4/Maj - O-5/Lt Col, MPCN:0952760
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APPOINTMENT FACTOR: OFFICER <input checked="" type="checkbox"/> ENLISTED <input type="checkbox"/>	AFSC: 65F3
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LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

<p>AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is open to current members and those eligible for membership of the (All Units), Arizona Air National Guard. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. PCS funds are authorized.</p> <p>NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.</p> <p>NOTE: Open to current Majors (O-4) and Lieutenant Colonels (O-5).</p> <p>NOTE: Must possess AFSC 65F3.</p> <p>NOTE: Promotion/Placement is dependent on Control Grade availability.</p> <p>NOTE: Foreign Military Sales financial management experience is highly desirable.</p> <p>NOTE: Education Requirements for GS-0505-13: An undergraduate degree from an accredited college/university is mandatory. The degree must be in finance; or, in a related field such as, business administration, business management or public administration that include - or - was supplemented by 24 semester hours in accounting. The 24 hours may include up to six hours of credit in business law. A graduate degree in finance or a related field is optimum.</p>
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INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above.

Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Skilled in collecting and analyzing data effectively, efficiently, and accurately.
2. A broad knowledge of and ability to utilize principles, methods, techniques, and systems of financial management.
3. Ability to establish and maintain effective working relationships, not only with subordinate staff, but with all levels of key management officials.
4. Ability to apply a high level of sound and independent judgment in the solution of financial problems and in the administration of a financial management program.
5. Ability to develop, apply, and adjust financial plans and policies to attain agency objectives

SPECIALIZED EXPERIENCE: To qualify, the applicant must have a minimum of four years of singular or combined experiences in US Air Force and/or Air National Guard financial program disciplines. An applicant must have experiences in managing funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications. Competent in planning, implementing, and executing the financial programs directly associated with the objectives of the Adjutant General's Department and accomplishment of federal military and state support missions. The applicant requires competencies in directing financial management policies in support of the ANG military organizations and units. An applicant must have a working knowledge of statutory responsibilities in regard to financial obligations, accounting transactions, disbursement spending, and administrative control of all allocated federal funds. Must have at least 12 months of supervisory experiences in finance, accounting, or audit programs. The supervisory experiences involved leading, planning, and scheduling program work in a manner that promoted smooth flow and even distribution of assigned work requirements. Must have demonstrated experiences and/or endorsements on employee mentorship competencies that improved working relationships and improved employees' performance. Supervisory experiences provided employees with improved training applications and completion of career development certifications and continuing education course programs. Supervisory experiences involved planning work requirements and assigning work to subordinates. Competent in establishing priorities and preparing schedules for work completion. Must have working knowledge of equal employment and affirmative action programs.

BRIEF JOB DESCRIPTION: This position is located at the 162nd Wing (Tucson, AZ), an Air National Guard Wing/Base. Its purpose is to serve as the Chief Financial Officer for the installation and dissimilar geographically separated units, with responsibility for managing all funds through fiscal reporting and financial advisory services, to include budget formulation and execution, travel and commercial accounting, military and civilian payrolls, and financial systems applications. The incumbent serves as the Assistant United States Property and Fiscal Officer for Air (Fiscal), the installation funds Certification Officer, the organizing and directing member of the Financial Management Board, and the Wing Commander's focal point for highly sensitive military and civilian entitlement issues. Operates as a full partner with the Wing Commander, the Senior Management Staff, and GSU Commanders in planning, implementing, and executing the financial programs directly associated with the objectives of the Adjutant General's

Department and accomplishment of federal military and state support missions. Functions include the receipt, accounting, collection, safeguarding, and disbursement of government appropriated funds, and the likewise oversight authority and management of non-appropriated funds. As an agent for the U.S. Treasury, the incumbent is responsible for maintaining compliance with all regulatory and legal requirements; the overall integrity of accounting data; full disclosure of accounting information; sound reporting methods; analytical interpretation of the organization's financial posture and solvency; and implementation, operation, and maintenance of the budget, accounting, payroll, and other financial systems.

SELECTING OFFICIAL: Brig Gen Andrew MacDonald
